



## **COURT ALCOHOL AND DRUG PROGRAM**

**2004**

### **Certification Review**

#### **Summary**

### **LINCOLN SUPERIOR COURT Alcohol and Drug Program**

### **RATING**

#### **I. IJC Review**

1. **Compliance with Statutes (IC 12-23-14 )** **Satisfactory**
2. **Compliance with Governing Rules** **Satisfactory w/comment**
  - A. Administration (Sec. 1-17, 19) Satisfactory
  - B. Program Management (Sec. 18,27,30,31,32) Satisfactory w/comment
  - C. Clinical Standards (Sec. 20-25) Satisfactory w/comment
  - D. Facilities (Sec. 26) Satisfactory
  - E. Fiscal Management (Sec. 28) Satisfactory
  - F. Personnel Management (Sec. 29) Satisfactory
3. **Program Staff Review:** **Satisfactory**

Adequate in numbers to provide needed services ? Yes  
Professional in education, courtesy, and respectful to clients and others ? Yes  
Proficient in their management of the program ? Yes  
Proficient in the services they provide? Yes
4. **The Certification Designation of this Program is:** **3-YEAR CERTIFICATION**
  - A. 3-Year Certification
  - B. 1-Year Certification – review in 3-12 months
  - C. Certification Suspended/Revoked/ Denied
5. **Appeal Procedures**
  - A. A program, which has been awarded a 1-year or 3-year certificate, may provide comments regarding the certification process at any time if the program would like the IJC to consider comments. The program must provide comments regarding dissent from any finding or designation to IJC in writing **within 15 days** of the review date.
  - B. A program that has its certification or recertification application denied is entitled to submit through the Supervising Judge, written objections to the IJC **within 30 days** of the denial. The provisions under Section 14 of the rules would then be initiated.
  - C. All comments or appeals are to be sent via certified mail, return receipt requested, to:  
**CADPAC Certification Committee** c/o Indiana Judicial Center.

# **LINCOLN SUPERIOR COURT**

## **Alcohol and Drug Program**

### **PROGRAM SUMMARY**

**Governing Body:** Hon. Stephen A. Douglas, Hon. Jeffrey Bloom, Hon. Robert Wagner  
**Supervising Judge:** Hon. Stephen A. Douglas  
**Program Director:** Ms. Sarah Armstrong

Lincoln Superior Court operates a probation-based court alcohol and drug program that was established in 1984. The governing body consists of the three superior court judges with the Honorable Stephen A. Douglas serving as the supervising judge. Ms. Sarah Armstrong serves as the chief probation officer and program director. There are five probation officers employed by the program, all of whom conduct assessments and supervise program clients. There is excellent communication and cooperation among the judges and the program director. The program also enjoys good support from county agencies including the Lincoln County prosecutor, public defender, auditor, and clerk. Fiscal transactions appear to be handled in a uniform and effective manner.

### **COMMENDATIONS**

The Program is commended for its effective collaboration with treatment providers.

### **FINDINGS** and **Recommendations**

### **PROGRAM MANAGEMENT**

1. Sec. 18. The program does not have a written statement of objectives that clearly reflect the program's philosophy and guides the operation of the program and the delivery of services.  
**Recommendation:** That the program develop written objectives and include them in the program's policy and procedure manual.
2. Sec. 27(c). The program needs to update its policy and procedures manual (PPM).  
**Recommendation:** That the program update its PPM to include:
  - the time set aside for an assessment appointment [Sec.22(a)],
  - addressing conflicts between state and federal confidentiality law [Sec.24(a)(1)],
  - address disclosure with regard to minor clients [Sec.24(a)(2)], and
  - the procedure for determining placement in education [Sec.31(b)],
  - information pertaining to types of education provided [Sec.31(c)],
3. Sec. 27(d)(2). The program did not submit an annual report to the Indiana Judicial Center for calendar year 2003.  
**Recommendation:** That the program submit an annual report to the Indiana Judicial Center no later than 90 days after the close of the program's reporting period.

4. Sec. 27(h). The program does not provide a client survey to program participants.  
**Recommendation:** That the program provide clients with the opportunity to comment on the areas of services provided by the program, by referral agencies or by contractors.
5. Sec. 30(f). Some (2 of 5) professional staff members have not maintained their professional status as required.  
**Recommendation:** That each professional staff member document the appropriate continuing education requirements for each calendar year to maintain professional status.

## CLINICAL STANDARDS

6. Sec. 20(b). The clients' rights form does not advise the clients of their right to confidentiality under federal and state laws relating to the receipt of services.  
**Recommendation:** That the program amend the clients' rights form to advise the clients of their rights to confidentiality under federal and state laws regarding the receipt of services.
7. Sec. 21(a)&(b). The program orientation materials do not contain all required elements.  
**Recommendation:** That the program update its orientation form to include all Sec. 21(a) requirements and document client receipt of the materials as required in Sec.21(b).
8. Sec. 22(c). The assessment form does not contain all of the information required for the alcohol and drug history.  
**Recommendation:** That the program amend the assessment form to include the client's substance of preference and year of first use of each substance.

## PERSONNEL MANAGEMENT

9. Sec. 29(c). The Program does not have job descriptions for its staff members.  
**Recommendation:** That the program develop job descriptions for its staff members in accordance with its PPM.

## CONSIDERATIONS

The Program may wish to consider:

1. increasing its Schedule of Fees
2. being connected electronically to the Clerk and Auditor Offices
3. organizing its personnel files in a standard manner

Reviewed by:

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**Loriann Amsbury**, Assistant Administrator  
Court Alcohol and Drug Program  
INDIANA JUDICIAL CENTER

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Date

## II. Program Comments

The following represents the Program's agreement with the comments, ratings, and designation as rendered by the Indiana Judicial Center:

- |    |  |                 |
|----|--|-----------------|
| 1. | <b>Compliance with Statutes</b>                      | Concur/Dissent  |
| 2. | <b>Compliance with Rules</b>                         | Concur/Dissent  |
|    | Administration                                       | Concur/Dissent  |
|    | Program Management                                   | Concur/ Dissent |
|    | Clinical Standards                                   | Concur/ Dissent |
|    | Facilities   | Concur/ Dissent |
|    | Fiscal Management                                    | Concur/ Dissent |
|    | Personnel Management                                 | Concur/ Dissent |
| 3. | <b>Program Staff Review</b>                          | Concur/ Dissent |
| 4. | <b>Certification Designation</b>                     | Concur/ Dissent |
| 5. | <b>Program Response (Please check one statement)</b> |                 |

\_\_\_\_\_ The program does not intend to appeal any comment, finding or designation.

\_\_\_\_\_ The program wishes to appeal this report. A written appeal will be forwarded within 15 days from the date of this report via certified mail, return receipt requested, to: **CADPAC Certification Committee** c/o Indiana Judicial Center.

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

## III. Approval

**This certification has been reviewed and is approved.**

\_\_\_\_\_  
**William F. Carey**, Administrator  
Court Alcohol and Drug Program  
INDIANA JUDICIAL CENTER

\_\_\_\_\_  
Date

**This Certification Summary serves as a draft work product of the Indiana Judicial Center and is not a final document subject to public access under IC 5-14-1.5 until approved.**